Certificate and Shared Programs Guidance – May 2011

Certificate Programs

Per Iowa Code, Chapters 258 and 281—IAC 46, all career and technical education (CTE) programs leading to an Associate of Applied Science (AAS), Associate of Science (AS) (career option programs only), Diploma, and Certificate require Iowa Department of Education approval.

Shared Programs Guidance

This email is intended to clarify program approval guidelines for shared programs described on Page 17 of <u>Program Approval: Guidelines for Iowa Community Colleges</u>.

Some programs are offered jointly or collaboratively with one or more other postsecondary institutions. For example, one community college may offer a portion of a program and have students finish the program at another institution. All programs, regardless of whether they graduate, students must be approved by the lowa Department of Education. Portions of programs that send students to other institutions through sharing agreements must be approved in tandem with the receiving program. A sending program is approved as an option of the receiving program and coded as a shared program. For example, if a college offers the first part of a program at their institution (e.g., taking general education courses) and then sends the student to another institution for graduation within the program, the entire program should be in the database of approved program and properly coded as shared (code 32). In addition to the need for proper approval, reporting this information helps program data including institutional graduation rates.

The following is a list of all possible combinations that require code 32 (Shared - Full-Time Preparatory) for the program type:

- 1. A college provides any part of the coursework (general education only, CTE-only, or a mix) with additional coursework and graduation at another college code 32.
- 2. A college provides any part of the coursework (general education, CTE, or mix) with additional coursework accepted from another college, and graduates students code 32
- 3. A college provides complete coursework for the program and graduates students from this program; it also accepts students from another college with partial coursework for the program completed at that college, and graduates them as well code 02 (Full-Time Preparatory) AND code 32 (as an option).

The only condition necessary for a code 32 is a formal sharing agreement. Regardless of the type of coursework provided (1, 2, or 3), both colleges must submit a complete description of ALL coursework (within or outside their college) as an AS-28 dataset for all approved options.

The sole exception to this requirement are courses delivered through the Iowa Community College Online Consortia, in cases where there is no program-to-program sharing agreements; students are allowed to take online courses that are not specific to a program and without a college-to-college specific sharing agreement for that coursework.

New shared programs must seek department approval jointly. The intent form should describe the sharing agreement. The proposal must include both colleges' data sets (AS-28s) for approval. The sending college must prepare the program proposal with both colleges' data sets. The sharing agreement (i.e., Memorandum of Understanding or comparable contractual agreement) must be in place for department approval and appended to the proposal as indicated in the application instructions.

If an institution seeks approval for a sending portion of an established program, only a modification is needed. The modification must be submitted by both institutions in tandem.